Tioga Elementary
Parent Handbook
2026 – 2027

TIOGA CENTRAL SCHOOL
MISSION STATEMENT

"The mission of Tioga Central School is to teach intellectual, civic and social skills in a challenging and responsive academic environment in order to meet the diverse needs of students."

TIOGA ELEMENTARY SCHOOL
MISSION STATEMENT

"The mission of the Tioga Elementary School community is to develop students who are responsible, self-directed, lifelong learners within a caring environment where learning is valued and differences accepted. The students, staff, parents and community encourage learners to develop a deeper understanding of self, respect for others and an understanding of their place in the world community."

Tioga Elementary School
41 Fifth Ave., Tioga Center, NY 13845
607-687-8002 www.tiogacentral.org

Dear Parents and Students,

Our team at Tioga Elementary welcomes you to another school year! We are very excited to have students back in our classrooms and hallways, filling them with energy and enthusiasm for learning. It is our mission to help every child feel welcomed, connected, and a part of our Tioga Elementary school community.

Additionally, we challenge each student to grow in his or her abilities which include: Academic, athletic, artistic, and leadership. The Tioga Elementary School has great teachers who spend hours planning and creating classroom activities that encourage our students in learning, growing, and developing good character. Our teachers utilize best practices and analyze academic data to determine current skill levels and to set goals for growth and improvement. With combined efforts between home and school, we believe all students can be successful.

Please take the time to read through our building handbook to familiarize you and your child with procedures on our school busses, on our campus, and within our building. Please feel free to contact me for any reason at 607-687-8002 or mbombard@tiogacentral.org.

Once again, welcome back! We're looking forward to a great school year!

Sincerely,

Michelle Bombard
Elementary Principal, Pre-K through 4

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ARRIVAL AND DISMISSAL

Buses Arrive	7:40-7:55 A.M.
Student Arrival	7:45 A.M.
Tardy	8:00 A.M.
	**After 8:00 a.m., you must walk your child to the main office entrance to be signed in.
Bus Dismissal	2:35 P.M.
Walker Dismissal	2:45 P.M.

*Children who walk **may not arrive before 7:40** as there is no supervision before the doors open. Please do not drop students off prior to 7:40 a.m.

*Children driven to school should be dropped off in the lower loop and walked up to the crossing guard. **Due to security protocol, parents will not be permitted in the school in the morning.**

Designated pick-up/drop-off points are as follows:

- For Tioga Elementary and High School student drop-offs, please use the inner traffic loop between the bus loop and parking lot at the north end of the campus.
- These points are preferred to decrease pedestrian traffic across Fifth Avenue during busy traffic periods, i.e. - 7:15-8:00 AM and 2:15-3:00 PM. Please do not enter the driveway during those times.
- If you need to enter a building, please use the available parking lots. If it is not during student drop-off and pick-up times, you can use the driveway in front of the High School building.
- The access road off Route 17C to the Athletic Facilities and the Transportation Department should be used for those purposes only. **New signage indicating "No Thru Traffic" has been installed. Please abide by this.**

Our crossing guard is on duty during pick-up and drop-off times at TES. This guard is in place for you and your children's safety. Please respect and follow the guards' directions.

Passing a stopped school bus on any public highway while the red lights are flashing is illegal in New York State. "Public Highway" shall mean any road used for parking of motor vehicles or used as a driveway located on the grounds of a school or a Board of Cooperative Educational Services facility or any area used as a means of access to and egress from such school or facility (V&T Section 1176). **No vehicles are allowed in the High School or**

Elementary School driveways during loading and unloading of school buses in the morning and afternoon.

ATTENDANCE

We can't wait to see you in school every day! Good attendance and good grades go hand and hand. It is not an accident that successful students have good attendance records.

When students are absent it is district policy that the school nurse attempt to contact the parent. NYS Ed Dept. has mandated an attendance policy, which all public schools must abide by. We must now abide by a minimum attendance policy. Tioga Central's is 85% attendance. If a student does not maintain the minimum attendance requirements they may be retained.

- Students that are tardy or that leave early from school are missing instructional time. This time missed adds up and can have a negative effect on student performance.

LEGAL EXCUSES FOR ABSENCE

1. Sickness
2. Death in the family
3. Religious observance

ILLEGAL EXCUSE FOR ABSENCES

Examples may include:

1. Missed the bus
2. Overslept
3. Shopping
4. Vacation

*** A written excuse from a parent or legal guardian for any absence is required.**

- Written excuses must be presented to the **school nurse** **within (3) days of the absence.** If no excuse is turned in within three days, the absence will be recorded as illegal.

- The **main office** must have a note in writing (no phone calls may be accepted) if a student plans to dismiss from school early by a parent or guardian

- Communication through an app, such as Remind, is not an acceptable excuse. All excuses must be written and signed by a parent/guardian.

- A student who is illegally absent may not be given the opportunity to make up missed work, unless prior special arrangements have been made with the teacher

HEALTH

- Immunizations (required by state law) By age 5 a child must have the following immunizations:

3	Hepatitis B	5	DTap
4	Polio	2	MMR
2	Varicella		

- If your child receives any immunization or booster during the year, please inform the school nurse so it may be recorded on the child's health card.

- If your child has any physical limitations, allergies, etc. **please provide the nurse with a letter from your doctor.**

- If your child is sent home from school with symptoms of illness, they must be free of all symptoms for 24 hours prior to returning.

MEDICATIONS IN SCHOOL

State law requires that medications given in school shall be prescribed by a licensed prescriber. Medications may not be carried by a student. **A written order from the prescriber along with written parental permission from the parent/legal guardian is required**. This must be brought to our school nurse. Additional details pertaining to medications in schools may be found in your parent handbook on page 47.

DIETARY NEEDS

In many cases the regular school menu can be modified to accommodate children with special dietary needs due to health reasons. **Please submit a physician's letter of need for a special diet to our school nurse.** A modified diet will be planned by a dietician using regular foods from the menu.

INJURIES OR ILLNESS

If your child becomes ill or injured during school, parents (or the contact identified on the emergency card) will be notified. Depending on the severity of the situation, this will either be a phone call or a letter sent home with the student. **It is parent/guardian responsibility to keep your contact information current; especially your phone number and emergency contacts.**

BREAKFAST AND LUNCH

- Parents may pay in advance and purchases will be charged against their prepaid balance. You may pay by checks payable to Tioga Central School District or by credit card online by visiting http://www.tiogacentral.org and following the links for online prepayment. You may also track your child's balance online and sign up to receive email reminders of low balances.

- If a student does not have the money on his/her account, only complete meals, if authorized by parent, may be charged. Reminder letters may be sent home for charge balances greater than $2.00.

- **NO outside drinks other than water are allowed in the building.** No energy drinks, Dunkin Donuts, etc. are permitted. Students may bring in their own water bottle but they may **only contain water**.

Elementary Breakfast: FREE
Students will pick up a grab & go breakfast in the hallway to eat in their classroom.

Elementary Lunch: FREE
One hot choice and one cold choice offered daily. Monthly menus will be sent home by your child's teacher.

Chips and ice cream are available for students to purchase ala carte at lunch. Students must have money on their meal accounts to purchase chips or ice cream.

Elementary Snacks: Snacks are also available to purchase daily.

STUDENT DRESS POLICY (District-Wide)

Parents and students have a responsibility to use discretion and common sense in their choice of clothing. At the same time, the school has the responsibility to prohibit any form of dress which may be unsafe or offensive to others or which may disrupt the right of others to study and learn.

- Recognize that extremely brief garments, such as tube tops, halter tops, spaghetti straps, plunging necklines (front and/or back) very brief shorts, and see-through garments or clothing that exposes the midriff will not be allowed.

- Tank tops/muscle shirts can be worn only if sleeve openings are only two inches below the armpit. No spaghetti straps, halter tops, tube tops, net tops or any see-through garments.

- Shorts are permitted during hot weather as long as they are mid-thigh. (When arms are extended at your sides, with fingers extended, your fingers must touch the fabric.)

- Shoes and/or sandals must be worn at all times. The feet must be covered with shoes or sandals for sanitary reasons. Parents are cautioned against sending children to school wearing open toed foot wear, hard soled shoes and/or high heels. The floors are hard and slippery and children may fall when wearing these shoes.

- Wearing jewelry is prohibited during physical education (including swimming).

- Sneakers **must** be worn for gym **and** recess. Close-toed shoes MUST be worn on the playground.

- Clothing with objectionable language, pictures, gestures and/or depictions of drugs are not allowed.

Students wearing such clothing will be asked to:

- Turn the clothing inside out.
- Change into different clothing.
- Go home

The wearing of head coverings except for a bona fide medical or religious purpose is not allowed. (This includes bandanas.) Hats must be removed upon entering the building.

EMERGENCY PREPARATIONS

- Emergency evacuation drills are conducted throughout the year. It is requested that parents stress the importance of these drills and the need to be quiet and orderly.

- Emergency closings occur primarily due to bad weather. If the decision to close is made prior to school opening parents will receive an automated

call, the closing will be posted on our district website, and it will be announced on WBNG Channel 12 as well as local radio stations.

- Tioga Central has also launched an automated parent notification system to help communicate with parents/guardians in the event of an emergency situation**. If a phone number or address changes during the year, please notify the school immediately**. It is very difficult to contact a parent when the number has changed or the mailbox is full so please keep that information up-to-date!

- If emergency closing occurs during school hours, please realize it is not possible to contact every parent. If no one is home, the child **will not** be dropped off. The child may be left with a neighbor **only** if parents have made prior arrangements with the neighbor and the school is aware of these arrangements.

REPORTS TO PARENTS

- Fourth Grade: Five-week reports – at the end of each five-week period a progress report is sent home to parents of children who are experiencing low or failing marks.

- Report cards are sent home with students at the end of each ten-week period. They will be sent home the week following the ten-week test.

PARENT / TEACHER CONFERENCES AND COMMUNICATION

Parent/teacher conferences are welcome. However, all conferences need to be arranged between the teacher and the parent with advance notice. Conferences will be scheduled when the teacher's room is absent of students. When you arrive for your scheduled conference please sign in at the Main Office.

Please allow a minimum of a 24-hour period for a teacher to respond to a question you may have/you send them. Please note they have many students they are responsible for and cannot always answer your questions right away. Additionally, their days are spent with students, and they are not always accessible to talk during a lunch or recess. We promise they will return your call/email but please give them time to do so. Also, please do not use social media to communicate with teachers *unless* you have been directed by your child's teacher to do so. Please be respectful of a teacher's off-duty hours.

All communication from parents must begin with the classroom teacher. From there, if necessary, the teacher will involve Mrs. Bombard.

PROMOTION/RETENTION

- To be promoted to the next grade level a student must successfully complete the requirements of their present grade level. Teachers use a number of criteria to determine whether the student has met the requirements for promotion (class work, homework and test grades.)

- Students must maintain a passing average (75 or above) in the major subjects of the grade level.

- If a student has 2 or more major subjects with an average in each below 75, they may be considered for retention.

- If a student does not maintain minimum attendance requirements they may be retained.

- The principal will make the final decision.

CLASS LISTS

Class lists will be finalized by the building principal and mailed home in mid-August. Teacher requests are not accepted. There is much time spent in generating a class list, and many factors are considered. We hope that you trust our judgement when we place your child, and understand that all of our teachers are wonderful and possess strengths in many different areas.

CLASSWORK/HOMEWORK

Class-work – assigned to be completed in school. Most assignments are to be completed on the same day. Time is provided during the day for this purpose.

Homework – assigned to be taken home and completed for the next day. Homework (District Policy) in K-4 should not take longer than 30 minutes. If homework requires more than 30 minutes of focused work, then please notify the teacher.

Assignments are posted on the board as a reminder to the student. The teacher tries to remind the students about assignments that are due or late, but it is the responsibility of the student to know what the assignments are and due dates

- Students who are absent will have 1 day for every day absent to complete their work. For extended legal absences arrangements for missed work should be made with the teacher.
- See page 6 regarding illegal excuse for absences.

RECESS: OUTDOOR/INDOOR

Students need to come to school prepared for outdoor recess, **sneakers** are required for safety. In colder weather coats, boots, snow pants, hats, mittens or gloves are required. The building principal decides if the temperature, including wind chill, is unsafe for students to go out. Please remember at the time of recess the temperature may be above or below the local news prediction. Always send the required clothing.

If the real-feel temperature at the time of the scheduled recess is below 18°F students may be indoors for recess. Most times, our students will participate in activities, but each grade level also has fun and educational videos to watch. Some of the videos include movement. If you have any objection to your child watching a video, please contact your child's teacher.

SPECIAL ACTIVITY POLICY

A special activity is defined as any activity other than regular classroom instruction, which is scheduled and supervised by the school. These activities may include:

Field trips – activities conducted with the class off school grounds.
Field trips are a privilege. Teachers and/or administration reserve the right to revoke that privilege if students are not performing to an acceptable ability which includes but is not limited to:

- Violation of the code of conduct
- Excessive Absence
- Poor grades

Assemblies – Visiting individuals or groups which provide enrichment to the regular classroom instruction.
Other - Plays, fund raising activities, field days, etc.

CRITERIA FOR DETERMINING PARTICIPATION

- Homework/class assignments - frequency of late, incomplete or not done
- Behavior – Students are expected to follow the rules. Students who frequently engage in inappropriate behavior may be excluded.
- Information will be provided to the principal for determination. If parents have been notified by the teacher and the student has been given an

opportunity to comply, then the principal will consider the teacher's recommendation for exclusion from the activity.

RULES OF CONDUCT
Elementary Plain Language Version

One of our goals at Tioga Elementary is that we will help raise students who learn and possess honest character traits and who practice self-control to ensure positive reactions and responses at all times.

It is expected that your child will:

- Behave in an acceptable manner while under the supervision of the school. This includes during the school day, on the school bus, and off-campus during any school event.
- Treat all others with respect.
- Respect all property: Your own, the property of others, and school property.
- Come to school prepared and ready to learn! Leave toys, skateboards, roller skates, gum, candy, etc. at home.
- Bring folders, backpacks, sneakers, swimwear to be prepared for the day.

Cell Phones, Radios, IPods, MP3 players, Electronic Games and Devices, Toys, Laser Pointers, Trading Cards, and Magazines, ETC. should be left at home! These items are **not to be brought to school** with you. The only exception to this rule is if you have permission from a teacher or principal.

DISCIPLINE

For the complete document, please refer to the District Code of Conduct. A student shall be subject to disciplinary action in relation to, but not limited to, the following:

- Stealing, lying, cheating, plagiarism, or other acts of dishonesty.
- Any violation of the Board of Education Use of Computer and Information Technology Policy.
- Verbal or physical intimidation.
- Fighting or causing physical harm to another.
- Disrespect toward a staff member
- Possession or use of firearms, knives, or other weapons.
- Failure to comply with directions of a teacher, administrator, or other school employee
- Engaging in acts of sexual harassment as defined in the district's sexual harassment policy.

- Using in either work, clothing, or signs, profane, lewd, vulgar, abusive language or words which may incite or offend another.
- Selling, using, or possessing obscene material.
- Lateness for, missing, or leaving school without permission or an excuse given by a faculty member.
- Any willful act, which disrupts the normal school operation.
- Smoking a cigarette, cigar, or pipe, or using smokeless, vapor or chewing tobacco on school premises (including building and grounds) or on a bus going to or from a school function or a school sponsored function. The range of penalties which may be imposed for the conduct set forth is as follows:

1. Verbal warning
2. Written warning
3. Written notification to parent
4. Counseling
5. Probation
6. Reprimand
7. Detention
8. Suspension from transportation
9. Suspension from athletic participation.
10. Suspension from social or extra-curricular activities.
11. Suspension from other privileges
12. Exclusion from a particular class
13. Involuntary transfer; or
14. Suspension from instruction

The type and extent of punishment shall be determined by the building principal or superintendent. Such disciplinary measures shall be appropriate to the seriousness of the offense, and where applicable, to the previous disciplinary record of the student. Any suspension from attendance upon instruction may be imposed only in accordance which Education Law 3214(3).

BUS RULES OF CONDUCT (District Wide)

1. Obey the request of the driver. The driver is in charge of the students and has the same authority as a classroom teacher. The bus driver may assign a student or students to a designated seat.
2. Be on time to your bus stop. The drivers cannot wait beyond their regular schedule for tardy students.
3. Do **not** run to the bus while it is in motion.
4. Ride only the bus assigned to you.
5. Wait for the bus in an orderly manner off the highway or street.
6. If you must cross the street in front of the bus, cross far enough (10-12 feet) in front of the bus so the driver can see you.

7. Board the bus in an orderly manner. Take a seat and remain in that seat for the trip. If the bus driver has assigned seats, the students must sit in the assigned seat. If all seats are taken, the students are to stand to the rear of the white line.
8. Student rules of conduct are the same on the bus as they are in the classroom.
9. Do not engage in any activity which may distract the driver's attention and thus endanger the student's safety such as:
    a. Unnecessary conversation with the driver.
    b. Loud talking or laughter
    c. Throwing objects within the bus or out the windows.
10. No activity which will damage property is allowed. Report any damage done to the bus to the driver promptly. Persons responsible for the damage are expected to defray the full cost of any damage.
11. The following are prohibited at all times on the bus:
    a. Smoking and spitting
    b. Possessing weapons, knives or any other sharp object.
    c. Bringing animals, glass objects or aerosol cans.
    d. Tampering with mechanical equipment, accessories, or controls.
    e. Extending any part of the body out of the bus windows or doors.
    f. Playing with emergency exits
12. Students are not allowed to leave school.
13. Students need written permission from the principal to bring a guest on the bus.

PLEASE NOTE:

The range of penalties which may be imposed for violating the "Bus Rules of Conduct" is as follows:

1. Verbal warning
2. Written warning
3. Written notification to parents
4. Detention
5. Suspension from transportation
6. Suspension from school

Students must ride their assigned buses to and from school. The only exception to this rule is an emergency situation that would require transportation to another location. In such a case the student must have a note from the parent or guardian stating the nature of the emergency. The student must present the note to the principal for approval.

STUDENT SAFETY

We are all aware of the news articles, which appear all too frequently telling us of incidents occurring in a school, which result in a student or students, being harmed or threatened. In the past it seemed to occur in large districts far from us. However, the reality is the most recent incidents have occurred in smaller, suburban or rural districts. All exterior doors **will be locked**. Signs are posted at all entrances for visitors to sign in at the office prior to going anywhere in the building. (N.Y.S. Law 240.35)

A VISITOR IS ANYONE NOT EMPLOYED BY THE DISTRICT.

During the course of a normal day many parents, agency and business representatives enter our buildings. All visitors are required to sign in at the office and receive a visitor's badge.

We would appreciate the cooperation of all visitors in adhering to this procedure. In doing so, you will be ensuring a safer environment for your children.

STUDENT SAFETY/BUS CHANGES

Arrival and dismissal times are very hectic for the office. It is our responsibility to make sure every student is safe, gets on the right bus, or leaves with the appropriate person. That is why we require a **written note** if your child is doing anything different from their normal routine. If there is any change to an established routine, such as your child picked up early or changes from riding the bus to being a walker, we need a **written note** stating the specific days. Also, the note must be signed by a parent or guardian. We cannot accept phone calls!

Please do not call the Elementary School with last minute changes. It is very difficult to contact all of the necessary personnel required: Teacher, child, bus garage and driver. If you do have an emergency, please call before 1:00 PM. That allows us time to contact all the personnel and write up the bus notes that are required for the drivers. This should only be for an emergency, not for daily changes.

You may not enter the bus loop at arrival or dismissal time. It is unlawful to pass a school bus while loading or unloading children (with flashing red lights on). Please use the lower loop.

*Children driven to school should be dropped off in the lower loop and walk up to the crossing guard. Parents will not be permitted in the school in the morning.

Faculty Directory Tioga Elementary 2026 - 2027

Principal	**Mrs. Michelle Bombard**
Secretary	**Mrs. Lauren Luvison**
Director of Transportation	**Mr. Justin Williams**
Director of Special Education	**Mr. Michael Williams**
Secretary	**Mrs. Mary Cary**
School Psychologist	**Mrs. Beth Klingbeil**
	Mr. Dan Pearce
School Counselor	**Mrs. Trish Brown**
Nurse	**Miss Allyssa Murrelle**
Kindergarten	**Mrs. Robin Albrecht**
	Miss Audra Jaye
	Mrs. Fawn Shirley
	Mrs. Heather Yoest
First Grade	**Mrs. Nicole Birney**
	Miss Kiara Babcock
	Mrs. April Santulli
	Mrs. Arielle Beebe
Second Grade	**Mr. Nate Newman**
	Mrs. Whitney Romero
	Mrs. Melissa Pettinato
	Mrs. Kristi Hamley
Third Grade	**Mrs. Tammy Bouchard**
	Mrs. Abbey Clark
	Mrs. Aubrey Worthing
Fourth Grade	**Miss Jessica Fitzgerald**
	Ms. Jenna Kingston
	Mrs. Rachel VanScoy
Special Class/Resource Room	**Mr. Jake Howland**
	Mr. Todd Birchard
	Mr. Bill Stevens
Reading/Math Support and Services	
	Mrs. Amy Walsh
	Mrs. Annemarie Schultheis
	Mr. Jim Walsh

	Mrs. Sierra Vergason
Speech	**Mr. Noah Schweiger**
Occupational Therapy	**Mr. Tyler Spires**
Physical Therapy	**Mrs. Denise Price**
Physical Education/Pool	**Mrs. Kara Steele**
	Mr. Brian Card
	Miss Stephanie Hills
	Mrs. Des Ford
Music	**Mr. Alex MacDonald**
Art	**Mrs. Jodi Riggs**
	Miss Makena Matarese
Monitors	**Mrs. Kim Corneby**
	Mrs. Collene Sindoni
	Mrs. Adina Shugars
	Mrs. Tammy Williams
	Mrs. Sarah Seeley
	Mrs. Corrie Jaye
	Mrs. Casandra Palmer
	Mrs. Melissa Brink
	Mrs. Carissa Nelson
	Mr. Evan Sickler
	Mrs. Elisabeth Lockhart
	Mrs. Samantha Souder
	Miss Victoria Swansbrough
	Mrs. Brooke Stroble
	Mrs. Carissa Nelson